



**Commission on  
Continuing  
Legal  
Education  
of the Supreme Court of Delaware**

820 N. French Street, 11th Floor  
Wilmington, Delaware • 19801-3545  
302/577-7040 • <http://courts.state.de.us/cle>

**Form 14**

**Make-Up Plan**

to be attached to a CLE Transcript  
pursuant to CLE Rules 5(A)(5) and 9(A)(1)(a)

Form 14 was designed to assist attorneys in calculating credit deficiencies and filing make-up plans but is not required. Make-up plans may still be attached to CLE Transcripts in letter format but must be specific and include detailed program information for Commission review.

1. Attorney's Name: \_\_\_\_\_ Supreme Court ID # \_\_\_\_\_

E-mail address: (optional) \_\_\_\_\_

May we contact you via e-mail regarding your CLE Transcript? (mark one)      YES      NO  
(if no response is selected, we will only contact you via U.S. Mail)

2. **Attach your original signed Transcript showing all credits earned.** We cannot accept make-up plans without the signed Transcript; if submitted alone, the plan will be returned and late fees may be assessed.

3. From the Transcript (fourth line) Total number of credits required: \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_

4. Total Credits Earned (Part D., plus credits added on reverse side, if any): \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_

5. Total Deficiency (subtract line 3 above from line 4): \_\_\_\_\_ Incl. Enh. Ethics: \_\_\_\_\_  
*If Enhanced Ethics is greater than the total, the total due must be increased to match the Enhanced Ethics.*

6. I propose to make up the total deficiency of credits in line 5 by attending the following approved courses taking place on or before April 30 of the current year:

code*	sponsor	program title	location	date	tot. hrs	Enh. Eth.
TOTAL CREDITS scheduled (must meet or exceed total in line 5):						

7. Attorney Certification: I will attend the courses listed above or notify the Commission in writing (or by e-mail) in advance of any changes. I understand that the Commission will notify me of any deficiencies in this plan within 30 days of receipt and that I am required to notify the Commission in writing of completion of the plan no later than 15 days after completion, or late fees may apply.

\_\_\_\_\_  
**Attorney Signature**

\_\_\_\_\_  
**date**

\* Use the activity codes listed on the reverse side of the Transcript form. Please remember that there is a limit of half the minimum requirement (total in line 3 above) allowed in monitored video replay and in approved self-study. Teaching, publication, professional work and pro bono credit require Commission approval and are also limited categories. Information about available courses and application forms may be obtained from the website.